

CONSTRUCTION / REPAIR WORK REQUEST

This policy is for getting construction and repair work done. Ask your Administrative Officer (AO) to submit a DELPRO work request.

OFFICE PROCEDURE

- A DELPRO-CSA work request is generated by AO through the Administrative Data Base (ADB) on the computer.
- Office of Facility Management (OFM) Secretary prints out the new DELPRO work request twice a day.
- OFM Secretary puts work request number and date in work request binder and gives to Chief, OFM, or Deputy Chief for approval or disapproval.
- Chief or Deputy Chief gives it back to secretary who enters the date of return in work request binder. It is then approved or disapproved in DELPRO.
 - Secretary sends requester a copy of approved or disapproved work request.
- Secretary gives to clerk to put into work request data base.
- Clerk puts into department work request file.

EMERGENCY PROCEDURES

- If you have an emergency repair, call Clinical Center Maintenance Unit, 301-496-5862.
- Entries should include the time, date, name of person calling and location of the repair. All emergency repairs in Building 10 must be recorded.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director